

**FAIR RETURN PETITION
PART I**

| | | | | | |
|---|--------------------------|---|--|------------------------------|--|
| A) General Information | | | | | |
| Address of Rental Facility | | | | | |
| Name of Property Owner | | | | | |
| Mailing Address | | | | | |
| License Number | | Total Number Rental Units | | Date of Purchase of Property | |
| B) Prior Year Hardship or Fair Return Rent Increase | | | | | |
| Type of Rent Increase | | | | | |
| Date Rent Increase Awarded | | | | | |
| COLTA Case Number | | | | | |
| C) Selection of Base Year (Please check one option) | | | | | |
| | 1979 | May be selected as Base Year for rental facilities containing more than four units. When selecting this option, actual income and expenses must be documented by the landlord. | | | |
| | 1987 | May be selected as Base Year for rental facilities containing four or fewer rental units. When selecting this option, actual income and expenses must be documented by the landlord. | | | |
| | 1990 | May be selected as Base Year regardless of the size of the rental facility. The Base Year net operating income may be calculated using actual income and expenses documented by the landlord or established at 40% of the gross income in 1990. | | | |
| | 2000 | May be selected as Base Year regardless of the size of the rental facility. When selecting this option, actual income and expenses must be documented by the landlord. | | | |
| | Prior Year Rent Increase | Must be selected if a prior year rent increase is listed in Section (B) above. The net operating income determined by the Commission shall become the Base Year net operating income. Actual income and expenses must be documented by the landlord for the Current Year. | | | |
| | Alternate Base Year | An alternate Base Year may be selected in accordance with Section 4.A.i.e. of the Regulations. Written approval of the Commission must be obtained prior to the submission of the Petition. | | | |
| D) Selection of Current Year (Please check one option) | | | | | |
| | Calendar Year | January 1 - December 31 immediately preceding the date of the filing of the Fair Return Rent Increase Petition. | | | |
| | Fiscal Year | July 1 - June 30 immediately preceding the date of the filing of the Fair Return Rent Increase Petition. | | | |

PART II RENT SCHEDULE

List the amount of rental income the landlord could have received if all vacant rental units had been rented for the highest lawful rent for the entire year and if the actual rent assessed to all occupied rental units had been paid. Information must be provided for each rental unit for both the Base Year and the Current Year.

The Petition must include all of the information required in Section 5 of the Regulations and shall contain adequate documentation for both the Base Year and the Current Year.

Please use additional pages if necessary to report the income for ALL rental units and include the additional pages with the Petition.

| E) Rent Schedule | | | | | |
|--------------------------------------|--|----------------------------|-------------------------------|----------------------------|-------------------------------|
| Rental Unit (Please List by Unit) | | Base Year _____ | | Current Year _____ | |
| | | Monthly Rent (Column A) | Total Rent (Column A x 12) | Monthly Rent (Column B) | Total Rent (Column B x 12) |
| E1 | | | | | |
| E2 | | | | | |
| E3 | | | | | |
| E4 | | | | | |
| E5 | | | | | |
| E6 | | | | | |
| E7 | | | | | |
| E8 | | | | | |
| E9 | | | | | |
| E10 | | | | | |
| E11 | | | | | |
| E12 | | | | | |
| E13 | | | | | |
| E14 | | | | | |
| E15 | | | | | |
| E16 | | | | | |

| Rental Unit (Please List by Unit) | | Base Year _____ | | Current Year _____ | |
|--------------------------------------|--|----------------------------|-------------------------------|----------------------------|-------------------------------|
| | | Monthly Rent (Column A) | Total Rent (Column A x 12) | Monthly Rent (Column B) | Total Rent (Column B x 12) |
| E18 | | | | | |
| E19 | | | | | |
| E20 | | | | | |
| E21 | | | | | |
| E22 | | | | | |
| E23 | | | | | |
| E24 | | | | | |
| E25 | | | | | |
| E26 | | | | | |
| E27 | | | | | |
| E28 | | | | | |
| E29 | | | | | |
| E30 | | | | | |
| E31 | | | | | |
| E33 | | | | | |
| E34 | | | | | |
| E35 | | | | | |
| E36 | | | | | |
| E37 | | | | | |
| E38 | | | | | |
| E39 | | | | | |
| E40 | | | | | |
| E41 | TOTAL Rental Income (Total of Lines 1 - 40) | | | | |

Please include additional pages as needed.

Page ____ of ____

PART III
OPERATING INCOME
Determination of Gross Income

List gross income of the rental facility for both the Base Year and the Current Year.

Gross income includes the total amount of rental income the landlord could have received if all vacant rental units had been rented for the highest lawful rent for the entire year and if the actual rent assessed to all occupied rental units had been paid. Gross income includes any fees paid by the tenants for services provided by the landlord.

Gross income does not include income from laundry and vending machines, interest received on security deposits in excess of the amounts required to be refunded to tenants, and other miscellaneous income.

The Petition must include all of the information required in Section 5 of the Regulations and shall contain adequate documentation for both the Base Year and the Current Year.

| F) Gross Income | | | |
|------------------------|---|--------------------|-----------------------|
| Type of Income | | Base Year _____ | Current Year _____ |
| F1 | Total Rental Income (Calculated on Line E41) | | |
| | Miscellaneous Income (List by type) | | |
| F2 | | | |
| F3 | | | |
| F4 | | | |
| F5 | | | |
| F6 | | | |
| F7 | TOTAL Gross Income (Total of Lines F1 - F6) | | |

PART IV OPERATING AND MAINTENANCE EXPENSES

List all operating and maintenance expenses incurred at the rental facility for both the selected Base Year and the Current Year. Information on permitted operating and maintenance expenses can be found in Section 4.D. of the Regulations. DO NOT include any capital improvement expenses as defined in Section 4.D.i.i. of the Regulations. DO NOT include any interest or debt service expenses.

Landlords electing to use 1990 as the Base Year may use 40% of the gross income in 1990. When selecting this means of determining net operating income, the landlord shall use the gross income information included in the 1990 annual rent report. Said reports are available upon request from the Department.

The Petition must include all of the information required in Section 5 of the Regulations and shall contain adequate documentation for both the Base Year and the Current Year.

| G) Operating and Maintenance Expenses (NOT include amortized capital improvement expenses.) | | | |
|--|--|--------------------|-----------------------|
| Type of Operating and Maintenance Expense | | Base Year _____ | Current Year _____ |
| G1 | Calculated at 40% of Gross Income reported in 1990 as per Section 4.A.i.c.2. If selecting this option, skip to Line G26. | | |
| Management Services - Not to exceed 6% of Gross Income | | | |
| G2 | On-Site Manager | | |
| G3 | Professional Management Firm | | |
| G4 | Self-Labor Expenses | | |
| Utility Expenses - DO NOT include any costs reimbursed by the tenant(s) | | | |
| G5 | Natural Gas | | |
| G6 | Heating Fuel | | |
| G7 | Electricity | | |
| G8 | Water and Sewer | | |
| Maintenance and Repairs - Include all supplies, materials and related expenses | | | |
| G9 | Grounds Maintenance | | |
| G10 | Building Maintenance and Repairs | | |
| G11 | Painting and Decorating Expenses | | |
| G12 | Self-Labor Expenses | | |
| G13 | Miscellaneous Supplies | | |

| G) Operating and Maintenance Expenses (Continued) | | | |
|--|---|--------------------|-----------------------|
| Type of Operating and Maintenance Expense | | Base Year _____ | Current Year _____ |
| Taxes and Insurance | | | |
| G13 | Real Estate Taxes | | |
| G14 | Insurance | | |
| G15 | Miscellaneous Taxes and Insurance | | |
| Administrative Services | | | |
| G16 | Legal Services | | |
| G17 | Accounting Services | | |
| G18 | Miscellaneous Administrative Services | | |
| Fees and Assessments | | | |
| G19 | Rental Housing License Fees | | |
| G20 | Stormwater Fees | | |
| G21 | Miscellaneous Fees and Assessments | | |
| Other Contract Services | | | |
| G22 | Cleaning Services | | |
| G23 | Extermination Services | | |
| G24 | Trash Collection and Recycling | | |
| G25 | Miscellaneous Contract Services | | |
| | | | |
| G26 | TOTAL Operating and Maintenance Expenses (Line G1 OR Total of Lines G2 - G25) | | |

PART V
CAPITAL IMPROVEMENT SCHEDULE

List the cost of all capital improvements made at the rental facility.

Capital improvements are additions or the partial replacement of property that adds to the value of the rental facility, appreciably lengthen its life or adapts it to a different use, and are required to be depreciated by the Internal Revenue Code. The total cost of the capital improvement, including the interest allowance permitted pursuant to Takoma Park Code Section 6.20.090.B.8(a)v., will be amortized over the useful life of the improvement.

The Petition must include all of the information required in Section 5 of the Regulations and shall contain adequate documentation for both the Base Year and the Current Year. The landlord may elect to provide as supplemental information, federal income tax forms and schedules which support prior year capital improvements.

| H) Capital Improvement Schedule | | |
|---------------------------------|------------------------------------|---------------------------|
| Date Completed | Description of Capital Improvement | Total Cost of Improvement |
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PART VI
TENANT LISTING
Rental Facilities with 40 or More Rental Units

Please list the name and unit number of all affected tenants residing within the rental facility.

This Section is to be completed for rental facilities with 40 or more rental units. Please use additional sheets as needed. The landlord may elect to provide mailing labels for the rental facility. If selecting this option, the mailing labels must be included with the Petition.

| | |
|-------------------------------|------------------------------------|
| Name of Tenant Unit Number | Name of Tenant(s): Unit Number: |
| Name of Tenant Unit Number | Name of Tenant(s): Unit Number: |
| Name of Tenant Unit Number | Name of Tenant(s): Unit Number: |
| Name of Tenant Unit Number | Name of Tenant(s): Unit Number: |
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| Name of Tenant Unit Number | Name of Tenant(s): Unit Number: |
| Name of Tenant Unit Number | Name of Tenant(s): Unit Number: |

Please include additional pages as needed.

**PART VII
CERTIFICATION OF LANDLORD**

I declare that I am the owner or authorized representative of the rental facility identified in this Petition. I declare that the information included in the Petition and the supporting documentation that has been provided is true and correct.

Name (Please Print): _____

Signature: _____

Title: _____

Date: _____

Contact Numbers: Days (_____) _____ Cell (_____) _____

The original and one copy of the completed Petition and all required supporting documentation must be submitted to the Commission at the following address:

Commission on Landlord and Tenant Affairs
Attention: City of Takoma Park
Housing and Community Development Department
7500 Maple Avenue, Takoma Park MD 20912



For more information, please contact the
Housing and Community Development Department at 301.891.7216